

STATE OF CALIFORNIA

STEVE WESTLY,  
California State Controller

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STATE CONTROLLER'S OFFICE  
PERSONNEL/PAYROLL SERVICES DIVISION  
P.O. Box 942850  
Sacramento, CA 94250-5878

DATE: December 8, 2003

PAYROLL LETTER # 03-024

TO: All Agencies/Campuses in the Uniform State Payroll System

FROM: JOHN R. HARRIGAN, Chief  
Personnel/Payroll Services Division

RE: **ATTENDANCE REPORT, FORM 672**

The State Controller's Office has made a change to the Time and Attendance Report, Form 672.

Two pre-printed lines have been added in the upper right corner of Form 672 to allow space for additional signatures for agencies that require more than one employee signature to certify and authorize attendance. Additional signatures are optional. If your agency does not require more than one signature to certify attendance, continue with your current process.

If you have any questions, please contact the Payroll Liaison Unit at (916) 323-3081.

JRH:LB/PMAB